



# State of Alabama

## Board for Auctioneers

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### Candidate Information Bulletin

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#### Computer Testing Instructions

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The State of Alabama has contracted with Prov, Inc. to develop and administer the licensing examinations for the Auctioneer Board in the State. We have developed this bulletin to help explain the rules and processes you will need to undertake to complete the testing requirement for your Auctioneer license.

#### Step 1: Register with the Board

All candidates seeking a license must contact the licensing board and register to take the examination. The registration process entails completing a license application and paying the appropriate fee to the Board office. Once you have been approved, the Board will notify you that you are eligible to contact Prov to schedule your examination. (Candidates must register each time they test, even if retaking a failed examination.)

#### Step 2: Schedule your exam session

Prov offers several convenient methods to allow you to schedule your examination. You may use any of these methods to make your scheduling appointment. The four methods of scheduling are:

- Online
- Over the phone
- By fax
- By mail

All four (4) methods will allow you to register for your examinations, and there are no extra fees charged for use of any of these methods.

The following table shows your options for selecting a testing method.

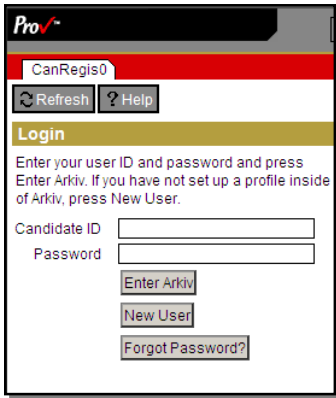
Registration Method	Time to Register/Benefits
Online	Available 24 x 7 Self-registration Immediate confirmation of testing date/time
Telephone	Available 7:30 a.m. CST to 5:00 p.m. CST Monday through Friday. Immediate confirmation of testing date/time Useful for those inexperienced with online registration but wish for real-time confirmation of testing event.
Fax	Fax at any time, processed Monday through Friday 7:30 a.m. CST through 5:00 p.m. CST. Same-day scheduling. Confirmation by email (same-day). Confirmation by mail 5-7 days.
Mail	Processed Monday through Friday 7:30 a.m. CST through 5:00 p.m. CST. Processed the day the application is received. Confirmed by email (same-day). Confirmation letter returned by mail 5-7 days.

#### Scheduling online

To schedule online, go to Prov's home page at [www.4CBT.com](http://www.4CBT.com). Select the Register for Exam

button found under the Candidate tab (left-side of home-page).

Once you access Arkiv (Prov's information management system), follow the prompts to log into the system.



The State Board will have already sent your name and address information to Prov. But, prior to allowing you to schedule, we will need you to confirm

your identity and set up a password you may use to log back into ARKIV in the future.

### Login for First Time Candidates

1. In order to log into the system, enter your **Candidate ID** which is your social security number. Do not use dashes or spaces when entering your ID.
2. DO NOT ENTER A PASSWORD if you are entering for the first time.
3. Press **ENTER ARKIV**.
4. Enter your Last Name and your ZIP code and press **NEXT STEP**.
5. Type in the password you would like to use, then retype the password. Then press **NEXT STEP**.
6. Make any necessary adjustments to your address information and enter an Email address. Press **NEXT STEP**.

### Login for Returning Candidates

To log in when returning to the Prov site, enter your Candidate ID (SSN), and enter the password you created the last time you entered. If you have forgotten your password, press Forgot Password and

it will be emailed to the email account listed inside of Arkiv. If you still encounter difficulties, contact Prov staff during business hours.

Once you have logged into the Arkiv system (following user registration), select Schedule Exam.

Select the AL AUCTIONEER exam when asked which test you wish to take. If you do not have an eligibility on-file with Prov, you will be notified that you are not registered for any examinations. Likewise, if you are seeking to reschedule following a failed testing attempt you will be notified that you must register again with the licensing board prior to rescheduling.

### Scheduling by Phone

To schedule your examination, contact Prov at **866-720-7768**. When prompted by the automated attendant press **#2** for a directory, then press **#2** for customer service. Prov scheduling staff are available 7:30 a.m. through 5:00 p.m. CT, Monday through Friday.

Be prepared to provide the Prov scheduling staff with your **name**, **Candidate ID** (SSN), and your **ZIP code**. Once Prov confirms your identity, Prov staff will request that you set up a password as well as an email address so that Prov can get in touch with you with any necessary changes.

Provide Prov staff with your preferred testing location. Prov staff will search the database for the next available testing session and will provide you with any alternate locations that may be in close proximity to your address.

Once you are scheduled, Prov staff will email you information regarding your testing schedule.



## State of Alabama Board for Auctioneers

If you need to change your testing schedule or cancel your testing appointment, please contact Prov at least 2 business days prior to your scheduled date. Changes will be made at no cost.

### To schedule by Fax or Mail

In order to schedule by fax or email, complete the form at the end of this document and either fax it or mail it to Prov at the following address:

#### Prov

3600 NW 43<sup>rd</sup> Street, Building D-1  
Gainesville, FL 32606  
(352) 372-3737 FAX

Testing occurs on a weekly basis throughout the State. Please designate the City where you would like to take your examination. Prov will schedule you for the **NEXT available** testing session at that location and will send you an email confirmation providing you with the time, location and address of the testing facility.

Prov will process your scheduling request within 24 hours of the time it is received.

### Step 3: Selecting Testing Location

If scheduling online, select the preferred testing date and location by logging into Arkiv. Once you have logged in, press the Schedule Exams link.

Enter your desired testing date. Arkiv will search to find dates 3 days prior to, up to 7 days after the date you enter.

Enter your starting ZIP code.

Enter the maximum distance you would like to search for an available testing center.

Press the **SEARCH FOR AVAILABLE SEATS** button.

A list will appear at the bottom of the screen. Select a row reflecting the date and location where you would like to test. Then press **RESERVE SELECTED SEAT**.

Prov has established five (5) testing centers across the state where you can take your examinations. The following is a general schedule for the testing locations in Alabama. Tests are given once a week in each location.

Location	Testing Day
Huntsville University of AL in Huntsville Administrative Science Bldg., Room 226 301 Sparkman Drive Huntsville, AL 35899 256.824.6725	Friday 9:00 AM
Birmingham Jefferson State Community College Lurleen Wallace Hall, Room 322 2601 Carson Road Birmingham, AL 35215 205.856.7943	Monday 9:00 AM
Montgomery Auburn @ Montgomery Instructional Support Lab Goodwyn Hall, Room 203 7061 Senators Drive Montgomery, AL 36117 334-244-3265	Friday 8:00 AM
Mobile University of South Alabama 307 University Boulevard N Alpha Hall East Room 326 Mobile, AL 36688-0002 251.460.7051	Wednesday 9:00 AM
Dothan	Monday - Saturday



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Location	Testing Day
Houston-Love Memorial Library 212 West Burdeshaw Street Dothan, AL 36303 334.793.9767	

Please refer to the online schedule of the exact available testing dates. Test scheduling is done on a “first-come” basis. In order to schedule your examination, you must complete your online registration for computer tests at least two (2) days prior to testing.

### Step 4: Confirming Testing Date

When you have successfully completed your registration process, you can either print the confirmation screen or have a confirmation notice emailed to the email address in your account.

### Step 5: Check-in at the Testing Center

On the day of the examination, you should plan on arriving at the testing center at least 30 minutes prior to the starting time listed on your confirmation notice.

You will be required to show photo-bearing identification upon entering the testing facility and will need to sign into the testing center. The photo-bearing ID must be government issued and must be valid. Forms of valid photo-bearing ID include the following:

- Driver’s license
- Passport
- Military ID

If you do not have a valid form of ID you will be turned away from the testing center, and you will FORFEIT your examination fee. So, please make sure you have your ID when you go to take your examination.

### Step 6: Taking the Examination

Prov recommends that you study for your examination by reviewing the content description found in the section titled Exam Description.

When you arrive at the testing center you will not be allowed to bring in any materials. Please leave them in your vehicle or at home.

No cameras, recorders, cell phones or pagers are allowed in the testing room. No one other than the candidate will be allowed in the testing room.

Talking and smoking is not allowed in the testing room.

Examinations for this program are administered on computer. Prov’s test administration system is easy to use with either a keyboard or a mouse.

Before you begin testing, you will be given instructions on how to take a test on computer. The following is a brief description of the testing system you will use while you take your exam.

Prov has taken every effort to make the testing system as easy to use as possible. A few of the features of the system are listed below. The following is a screen shot of the testing system.:



# State of Alabama

## Board for Auctioneers

### Candidate Information Bulletin

#### Computer Testing Instructions

ProV™ Exam Services for Occupational Assessment

Jim Smith (555445555)

Exam: Sample Exam - States-20041230191405

Question 3 of 10 This Question is Unmarked

What is the state capital of Pennsylvania?

A Harrisburg

B Philadelphia

C Scranton

D Pittsburgh

End Test

Time Remaining 00:19

Unanswered Questions 10

Marked Questions 0

Make Comment (M)

Mark Question (Q)

Show Question List (S)

< Previous (P) Jump to Question Go Next (N) >

#### Navigation Description

#### Buttons

To **answer** a question, you **select** a button **A** through **D**. You select an answer by either typing in the letter A through D, or by using the Mouse to select the box to the left of the answer you wish to select.

Which of the following States has as its nickname, **Granite State** ?

A New Hampshire

B Tennessee

C Maine

D Utah

As the answer is selected, the system highlights the selected answer. Answers can be changed at any time during the exam. You can change the answer as often as you wish until testing time has been concluded.

#### Navigation Description

#### Buttons

To **move** to the next question a candidate can press the **NEXT** button with the mouse or press the Hotkey letter **N** on the keyboard. To move to the immediately prior question press the **PREVIOUS** button with the mouse, or press the Hotkey letter **P** on the keyboard.

Candidates can make comments by using the Mouse to select the **Make Comments** button, or they can press the Hotkey letter **M**.

**Marking a question** is a way for the candidate to identify questions they wish to return to at a later point during the examination.

**Note:** Marking has no impact on the score of the test.

Next (N) >

< Previous (P)

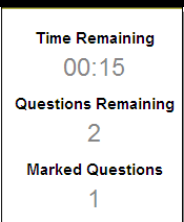
Make Comment (M)

Mark Question (Q)

## Navigation Description

## Buttons

Finally, all of the **status fields** are located in the upper right portion of the screen. These fields display the **remaining time**, **number of questions remaining** (unanswered), and the **number of questions** the candidate has **marked**.



## Step 8: Retesting

If you are unsuccessful in passing your examination, you may retake your examination following the same steps outlined above. Remember that retesting requires that you Register with the Board each time you wish to take your examination.

## Testing Policies

### *No Shows*

If you are unable to appear for your testing appointment, or if you do not show up at your scheduled time, you will be considered a “No Show”. Failure to appear for a scheduled examination will result in a forfeiture of your exam fee. This will also require that you re-register with the Board, and that you make a new testing appointment.

If you are unable to appear for your testing appointment due to severe illness or other major family emergency, Prov will consider your rescheduling request without penalty. However, exceptions are rare and documentation will be required in all circumstances.

### *Cancellation Policy*

You may cancel and reschedule an examination appointment without forfeiting your fee if you cancel within two business days of your scheduled exam date. You must call Prov and speak to a Customer Service Representative to cancel your test.

### *Special Accommodations*

Prov complies with the Americans With Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process. If you feel that you qualify for a special accommodation during testing, please contact

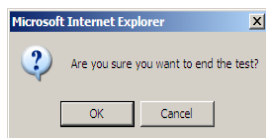
## Making Comments

If during the test you come upon a question in which you feel there is an error, you can make a comment during the test which will alert both Prov and the Board staff to a potential problem with the question. Comments are reviewed within 2 weeks following the examination session. After the two week period the Board will be able to log into Prov’s website and review the status of your comment.

You can also contact Prov and make comments at any time about your testing experience. Prov reviews all comments and submits them to the Board.

## Concluding the Exam

You can end your test at any time by pressing the **END** button in the lower right hand corner of the browser window. Once the test has been ended, there is no returning to the test.



## Step 7: Scoring

Prov will automatically submit your score results to the Board upon test completion. There is therefore no need for you to make direct contact with the Board upon test completion. The Board will be responsible for giving FINAL approval to all test results and will contact you directly regarding your final score.



Prov at (866) 720-7768, Ext. 103 for assistance. Prov will require written documentation from a licensed physician documenting the disability and further require a request describing the requested remedy. Prov will then work directly with you to make the accommodations you will need in order to complete your examination.

### *Cheating*

Any individual caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported directly to the Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, any caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

## **EXAM DESCRIPTIONS**

The following are the descriptions of the licensing examinations for both the Apprentice Auctioneer and Auctioneer licenses. The following are rules common to both license examinations.

- The Auctioneer examination requires a passing score of **73%**. The Auctioneer Apprentice examination requires a passing score of **71%**.
- Candidates are permitted **2 hours** to complete the exams.
- Exams are administered in a **closed book** format meaning that no outside materials are permitted to be used during the exam process.

The following are the topic descriptions of both examinations.

Exam Description <b>Apprentice</b>	
Content Area	# Questions
Auction Laws and Ethics	23
Contract Law	6
Law of Principal and Agent	1
Conducting an Auction	12
Auction Advertising	6
Auction Types	4
Accounting Terminology	1
Basic Math	7
<b>TOTAL</b>	<b>60</b>

Exam Description <b>Auctioneer</b>	
Content Area	# Questions
Auction Laws and Ethics	26
Contract Law	14
Law of Principal and Agent	7
Conducting an Auction	12
Auction Advertising	6
Auction Types	4
Accounting Terminology	5
Basic Math	6
<b>TOTAL</b>	<b>80</b>

### **Permitted Materials**

Candidates are permitted to bring the following materials into the examination session.

- **Calculator.** Must be a simple 4 function calculator that is non-programmable. Candidates are NOT permitted to use the calculators found on cell phones, PDA's, or other communication devices.

### **Study References**

While both examinations are administered in a closed book format, candidates are recommended to review

the following materials in advance of the testing process as questions will be drawn from these and other relevant materials.

- **Auctioneers License Act and Rules and Regulations**
- **Preparation and Review Guide for Auctioneer and Apprentice Auctioneer Licensing Examinations**, 2002, Alabama State Board of Auctioneers.

*Both of these references are available from the Auctioneer Licensing Board and are not allowed in the testing room..*

### **Testing Policies**

The following are testing policies that candidates must adhere to during the testing process.

- Candidates should appear at least 30 minutes prior to their scheduled testing session. Those arriving after the scheduled start time MAY not be allowed to start their test due to scheduling constraints at the testing centers.
- Candidates failing to appear for their scheduled testing session will be considered NO SHOWS and will forfeit their testing fees.
- Candidates caught cheating during the testing process or attempting to bring in unauthorized testing materials will be stopped during the testing process. All unauthorized materials will be confiscated. The testing session will be terminated. The candidate will be reported to the Board and testing fees will be forfeited.
- Candidates should leave their belongings such as cell phones, PDAs, Backpacks or Brief Cases at home or in their cars and should not bring them into the testing facility.
- Candidates are allowed to schedule or reschedule their examinations up to **2 business days** prior to the testing session. Candidates will forfeit their exam fees if they do not appear for a scheduled testing session.
- **Exam results will NOT be given at the testing center or online through Prov.** All results will be provided to the Board which will ultimately communicate the results back to you.





**State of Alabama  
Board for Auctioneers**

## Exam Scheduling Request

NOTE: This form is ONLY required if you are planning on scheduling via **fax or mail**. When you have completed the form, please send it to the following address.

**Prov**  
3600 NW 43<sup>rd</sup> Street, D-1  
Gainesville, FL 32606  
(352) 372-3737 FAX

Name: First Last Social Security Number

Street Address

City State ZIP

( )  
Telephone

Email Address Create a Password (Required)  
(must be at least 5 characters in length)

Please select the location where you would like to test. You will be scheduled for the NEXT available testing date.  
Check only one (✓)

Huntsville <input type="checkbox"/>	Birmingham <input type="checkbox"/>	Montgomery <input type="checkbox"/>	Mobile <input type="checkbox"/>	Dothan <input type="checkbox"/>
Friday	Thursday	Wednesday	Tuesday	By Appointment

Signature Date